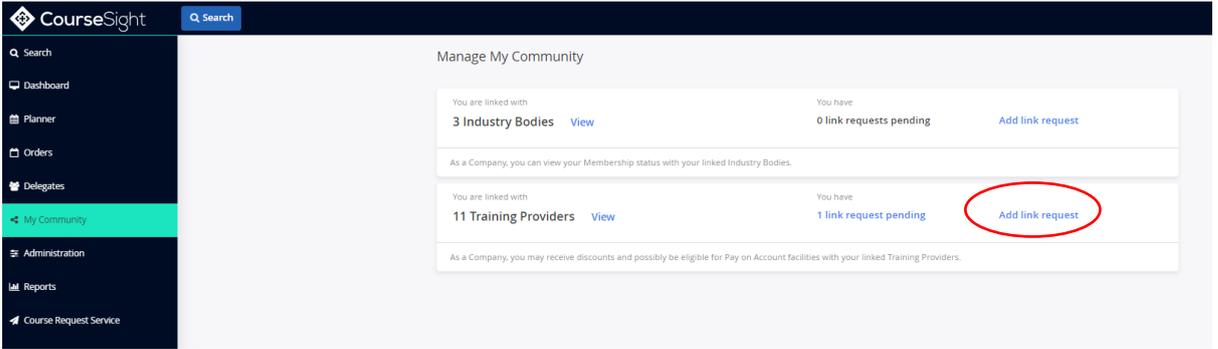


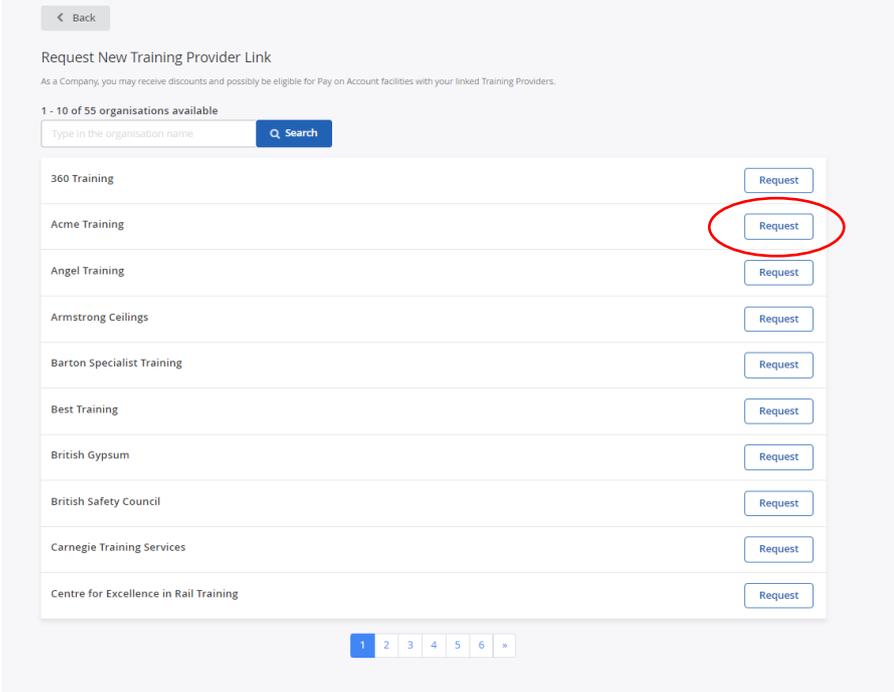
The dashboard shows a sidebar on the left with navigation options: Dashboard, Resources, Course Admin, Planner, Orders, Delegates, My Community (highlighted with a red arrow), Administration, and Reports. The main content area is divided into two sections. The top section, 'TODAY'S COURSES', contains two cards: a blue card for 'FIXED START COURSES' with a value of 0, and an orange card for 'DELEGATES ON FIXED START COURSES' with a value of 0. The bottom section, 'BOOKING ACTIVITY OVER THE LAST 7 DAYS - ALL VALUES SHOWN EX. VAT', contains two cards: a red card for 'FIXED START COURSES LAST 7 DAYS' with a value of 3, and a green card for 'DELEGATES ON FIXED START COURSES LAST 7 DAYS' with a value of 22. To the right of these cards, there is a placeholder for 'BOOKING ACTIVITY LAST 7 DAYS' with the text 'No data available'.

2. Select 'Add Link Request' for the Training Providers



The 'Manage My Community' page shows two summary cards. The first card is for 'Industry Bodies', showing '3 Industry Bodies' with a 'View' link and '0 link requests pending' with an 'Add link request' link. The second card is for 'Training Providers', showing '11 Training Providers' with a 'View' link and '1 link request pending' with an 'Add link request' link circled in red. Below each card is a note: 'As a Company, you can view your Membership status with your linked Industry Bodies.' and 'As a Company, you may receive discounts and possibly be eligible for Pay on Account facilities with your linked Training Providers.'

3. Search for the Training Provider's name you would like to link with and click 'request'



The 'Request New Training Provider Link' page features a search bar with the text '1 - 10 of 55 organisations available' and a search input field containing 'Type in the organisation name'. Below the search bar is a list of training providers, each with a 'Request' button. The 'Request' button for 'Acme Training' is circled in red. The list includes: 360 Training, Acme Training, Angel Training, Armstrong Ceilings, Barton Specialist Training, Best Training, British Gypsum, British Safety Council, Carnegie Training Services, and Centre for Excellence in Rail Training. At the bottom of the list is a pagination control showing '1 2 3 4 5 6 »'.

- 4. This will send that Training Provider a request to link notification in their account where they can accept.

You are linked with **11 Training Providers** [View](#)

You have **1 link request pending** [Add link request](#)

As a Company, you may receive discounts and possibly be eligible for Pay on Account facilities with your linked Training Providers.